

# Resource Family Approval (RFA) - Project Management Team (PMT)

## Conference Call / Webinar Meeting Minutes

June 19, 2014 · 1:30 – 3:30

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### PURPOSE OF MEETING

- Updates
  - RFA Outreach and Engagement
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### PARTICIPANTS

California Department of Social Services (CDSS)  
Kings County  
San Francisco County  
San Luis Obispo County  
Santa Barbara County  
Santa Clara County

#### Shared Vision Consultants

Lisa Molinar  
Joni Pitcl  
Debbie Blagsvedt

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### Greetings and Introductions

#### CDSS Updates:

- State IV-E Plan has been approved.
- There are two new claiming codes.
- Working on finalizing the Data Elements spreadsheet. Then send out for feedback and comments.
- Emergency Funds are available for families prior to completion of their home approval when providing care for a child as an emergency placement or for a compelling reason.
  - It is federally and county funded - 85/15 for first 30 days and 50/50 thereafter until a home is approved, as long as it is only one episode in 12 months.
- A letter will be sent out to all participating counties explaining the use of claiming codes and the Emergency Funds once approved by Fiscal and Legal.
- There was a comment regarding possible inconsistencies regarding Emergency Funds in previous ACL's.
- Instructions will be forth coming regarding workarounds for CWS/CMS.
- CDSS will be visiting Santa Clara June 24<sup>th</sup> and will be visiting San Francisco in July.

### County Updates

#### Santa Clara County – Implementation to begin July 1, 2014

- Had their first orientation on May 10<sup>th</sup>.
- Staff are meeting weekly to discuss implementation and emergency placement.
- They have 12 additional staff to help with RFA and the adoption process.
- Have a MOU in place with the Department of Public Health.

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#### **San Luis Obispo County - Implementation began November 1, 2013**

- Have received 90 applications and approved 22 homes.
  - Over 12 have withdrawn.
  - Sixteen emergency placements, with the majority of them being approved under 90 days.
- Have two units working together with approximately 10 ½ social workers.

#### **Kings County – Implementation began January 15, 2014**

- Have received 98 applications and approved 15 homes.
  - Doing both emergency placements and regular placements with relatives.
- They have combined some PRIDE sessions to make six instead of nine.
- Relatives are enjoying and appreciating the training.

#### **Santa Barbara – Implementation began March 1, 2014**

- Have received 35 applications
  - Eight emergency placements.
- Having challenges around training and orientation in regards to different languages.

#### **San Francisco County – Implementation to begin in August**

- Meeting with units, foster parents, probation, forms
- Working on training development – multiple languages
- Sending out information notices to get the word out about RFA.
- Fine tuning things as they get closer to implementation.

#### **Topics of Discussion**

- **Q:** Does a RFA file need to be retained forever? Even when it transfers to an adoption case?  
**Answer:** Yes, it needs to be kept forever. It is uncertain at this time whether a file needs to be in both the RFA unit and Adoption unit or just in the Adoption unit when a case transfers to adoptions. To be discussed further.
- **Q:** What is considered a caseload? Do we factor in whether a social worker is or is not completing a homestudy?
- Counties really need RFA forms translated. CDSS has been diligently working on this however; the process is taking more time than anticipated.

#### **Outreach and Engagement**

Child and Family Policy Institute of CA (CFPIC) and Shared Vision Consultants (SVC) have joined the RFA team. They presented a PowerPoint to share how they will be involved and what they have done so far.

- Involvement will include:
  - Supporting the implementation counties
  - Developing materials to help launch the remaining 53 counties

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- Helping CDSS with facilitation of the RFA planning process
- Discussed communication planning goals and broke down suggested communication strategies including:
  - Key messages
    1. Permanency
    2. Streamlined Process
    3. Results are Benefits to Families and Improved Outcomes
  - Target audiences
    1. External
    2. Internal
  - Communication Materials
    1. RFA fact sheets
    2. Frequently Asked Questions (FAQs)
    3. Brochures for service providers and prospective resource families
    4. PowerPoint presentations
- SVC and CFPIC Next Steps
  - Develop first RFA update
  - Draft key messages with participants input and suggestions, from today's webinar, and distribute for review
  - Establish communications work group.

### **Group Agreements**

- If counties complete a list of FAQ's they will send them to CDSS for review prior to putting them out for the public to view.

### **Next Steps**

- Project Management Team members have been invited to participate in a communications work group. If interested email Debbie Blagsvedt at [dsblags@yahoo.com](mailto:dsblags@yahoo.com).
- Santa Clara to begin implementation July 31, 2014.
- San Francisco will implement in August.
- We will have our next conference call/webinar on September 18, 2014. A webinar invite will be emailed out prior to meeting.

Please submit any comments and/or questions via email to [RFA@dss.ca.gov](mailto:RFA@dss.ca.gov).

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